

KENTUCKY CORRECTIONS Policies and Procedures	Policy Number 22.1 Date Filed October 14, 2005	Total Pages 2 Effective Date February 3, 2006
References/Authority KRS 196.035, 197.020, 439.600, 439.610 ACA 4-4485	Subject PRIVILEGE TRIPS	

I. DEFINITIONS

"Privilege trip" means a trip that may be authorized at minimum security institutions for small groups of inmates to go into the community for recreational purposes; to conduct seminars or programs or attend other gatherings; to shop or for other purposes determined by the warden to meet the guidelines of KRS 439.600.

II. POLICY and PROCEDURE

Privilege trips may be authorized by the Warden to serve the legitimate purposes of Corrections, the institution and the inmate subject to the limitations set out below. Trips shall not become routine for the inmate population. Wardens may use privilege trips as part of an institutional incentive program.

- A. Privilege trips shall be authorized only by the Warden or in his absence, the Deputy Warden. This authorization shall be in writing.
- B. Inmates authorized to make privilege trips shall be required to read and sign the release.
- C. All trips shall be supervised by on-duty staff members only.
- D. There shall be one staff member for each five inmates unless the Warden or his designee authorizes an exception. A staff member may escort up to ten inmates if the inmates can be adequately supervised.
- E. Inmates shall be under direct supervision at all times. They shall not be released unsupervised in a large area as an arena, shopping center, mall, large store, in the streets or in public gatherings with instructions to report back at a stated time or interval.
- F. Inmates shall be appropriately attired.
- G. Staff supervisors shall be cautioned that Kentucky law provides that any staff member who aids or permits an inmate to leave his limits of confinement may be subject to criminal prosecution.

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- H. Inmates shall be informed that leaving the limits of confinement as established by the group supervisor shall be considered an escape.

MEMORANDUM

TO: All Concerned
FROM: _____, Warden
SUBJECT: Authorization for Resident Trips

Department of Corrections employee _____ may take the following inmates from the _____ institution.

Destination(s) _____

Date and Time Depart _____ Approx. Date and Time Return _____

Mode of Transportation _____

Approved by:

Warden

Deputy Warden

Accompanying Officer's Certification:

I, _____, understand that I have been given permission to take the above named resident(s) to the approved destination(s) and that side trips are not authorized. I further understand that I am to personally supervise the resident(s) at "all times" while on the trip and to make every effort to return at the time specified above. If unable to return on time, or in the event of an unforeseen delay, I will immediately call the Officer in charge or the Duty Officer at the _____, institution, _____.

Telephone Number _____

Date: _____

Accompanying Officer's Signature